



**Carlos Jackson**  
Executive Director

**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

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**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, FEBRUARY 28, 2007  
12:00 NOON  
HEADQUARTERS OFFICE  
2 CORAL CIRCLE  
MONTEREY PARK, CA 91755  
(323) 890-7001**

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**1. Call to Order**

**2. Roll Call**

**Lynn Caffrey Gabriel, Chair**  
**Henry Porter, Jr., Vice Chair**  
**Severyn Aszkenazy**  
**Philip Dauk**  
**Adriana Martinez**  
**Dora Nowden**

**3. Reading and Approval of the Minutes of the Previous Meetings**

Regular Meeting of January 24, 2007

**4. Report of the Executive Director**

**5. Staff Presentations**

Affordable Housing Policy for Marina del Rey- Blair Babcock  
Legislative Update - Tricia Tasto

**6. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.



## **Regular Agenda**

### **7. Approve the Agency Plan for the Housing Authority of the County of Los Angeles (All Districts)**

Recommend approval and find that the attached Agency Plan for Fiscal Year 2007-2008, as described herein, is exempt from the provisions of the California Environmental Quality Act (CEQA), because the activity will not have the potential for causing a significant effect on the environment; approve the attached Agency Plan, which consists of the Five-Year Plan for Fiscal Years 2004-2008, with an amendment to include goals relating to the Violence Against Women Act and Project-Based Vouchers, and the Annual Plan for Fiscal Year 2007-2008, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, the Public Housing Lease Agreement and the Section 8 Tenant-Based Program Administrative Plan; adopt and instruct the Chair to sign the attached Resolution approving the Agency Plan for submission to HUD, and authorizing the Executive Director of the Housing Authority to take all actions required for implementation of the Annual Plan; authorize the Executive Director to execute all documents required to receive from HUD approximately \$5,665,390 in Capital Fund Program funds for resident programs, operating costs, and the rehabilitation of 1,461 housing units at 12 Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan; authorize the Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by your Board; and authorize the Executive Director to submit the Annual Plan to HUD by April 17, 2007. (APPROVE)

### **8. Approve Vacant Property Security System Contract for Housing Authority Housing Sites Located Within Los Angeles County (All Districts)**

Recommend approval and find that executing a Vacant Property Security Contract (Contract) to rent a vacant unit board-up security system for housing developments located within Los Angeles County is exempt from the California Environmental Quality Act (CEQA), as described herein, because the activities will not have the potential for causing a significant effect on the environment; approve and authorize the Executive Director to execute a one-year Contract with Vacant Property Security, Inc. (VPS), to provide a vacant unit security system for Ujima Village located at 941 E. 126<sup>th</sup> Street and other housing developments as needed, following approval as to form by County Counsel, and to use for this purpose a maximum amount not to exceed \$507,645 in Conventional Public Housing Operating Funds; authorize the Executive Director to execute Contract amendments, following approval as to

form by County Counsel, to incorporate additional sites, increase compensation amounts as provided herein, and extend the Contract term for up to two additional years, in one-year increments, at the same yearly Contract amount of \$507,645, for a maximum aggregate amount of \$1,522,935, using funds to be approved through the annual budget process. (APPROVE)

**9. Amendment No. 4 to the Agreement for the Purchase of Interior Paint for Maintenance of Housing Authority Properties (All Districts)**

Recommend approval and find that Amendment No. 4 to the Agreement for the Purchase of Paint (Agreement) between the Housing Authority and Pervo Paint Company for the purchase of interior paint for the maintenance of Housing Authority properties is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA; approve and authorize the Executive Director to execute Amendment No. 4 to the Agreement, and all related documents, to increase the compensation amount by \$68,317.50, from \$74,060 to \$142,377.50 to purchase paint on an annual basis for the second and third year of the Agreement. The total compensation over the three-year period will not exceed \$358,815. Authorize the Executive Director to use a total of \$74,060 in Conventional Public Housing Program funds and \$68,317.50 in Capital Fund Program funds, both allocated by the U.S. Department of Housing and Urban Development (HUD), for the second year of the Agreement and \$142,377.50 for the third year of the Agreement, using funds to be approved through the annual budget process. (APPROVE)

**10. Approve Video Surveillance Systems Installation and Maintenance Contract for Six Housing Developments (All Districts)**

Recommend approval and authorize the Executive Director to execute a 2-year Video Surveillance System and Maintenance Contract (Contract) with one 1-year extension with West Beach Systems (West Beach), to supply, install, and maintain video surveillance systems at six housing developments located throughout Los Angeles County, in a total amount not to exceed \$322,454, if fully extended, following approval as to form by County Counsel, and to amend the Contract to add a contingency amount of \$71,715, as may be needed, using funds to be approved through the annual budget process: authorize the Executive Director to accept and incorporate into the approved Fiscal Year 2006-2007 budget, \$289,644 in CDBG funds, and \$10,000 in State of California Replacement Reserve Account funds, for the Contract; authorize the Executive Director to execute an amendment to the Contract to extend the maintenance agreement for a third year, as may be needed, for a total amount not to exceed \$22,810, following approval as to form by County Counsel, using funds to be approved through the annual budget process. (APPROVE)

**11. Election of Housing Commission Chair and Vice-Chair for 2007**

## **12. Housing Commissioner Comments and Recommendations for Future Agendas**

Housing Commissioners may provide comments or suggestions for future Agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at [marisol.ramirez@lacdc.org](mailto:marisol.ramirez@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, January 24, 2007

The meeting was convened at the South Whittier Community Resource Center located at 10750 Laurel Avenue, Whittier, California.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Lynn Caffrey Gabriel at 12:15 p.m.

**ROLL CALL**

	<b><u>Present</u></b>	<b><u>Absent</u></b>
Lynn Caffrey Gabriel	X	
Henry Porter, Jr.	X	
Severyn Aszkenazy		X
Philip Dauk		X
Adriana Martinez	X	
Dora Nowden	X	

**PARTIAL LIST OF STAFF PRESENT:**

Carlos Jackson, Executive Director  
Bobbette Glover, Assistant Executive Director  
Maria Badrakhan, Director, Housing Management

**GUESTS PRESENT:**

No guests were present

**Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Porter, seconded by Commissioner Martinez, the Minutes of the Regular Meeting of November 29, 2006 were approved.

**Agenda Item No. 4 - Report of the Executive Director**

Bobbette Glover covered the following items in her report:

- New Tenant Commissioner - announcements were sent to housing residents in an effort to encourage them to apply for the vacant Tenant Commissioner positions. It is anticipated that the new Tenant Commissioners may be on board by the March Housing Commission meeting.

- She and Fifth District Deputy Norm Hickling met with a concerned citizen of the City of Lancaster. She expressed concerns about the conduct of Section 8 tenants in the community. She was encouraged to be involved with the community and advised to ask citizens to report crime in the area. A representative of the Housing Authority Fraud Investigators Unit and a representative of the Sheriff's Department were also present.
- A meeting is scheduled for February 13, 2007 with the City of Lancaster to finalize the staffing plan for investigative services. The Board of Supervisors approved additional funds to extend the MOU with the City of Palmdale for fraud investigations. The City of Palmdale is expected to approve the matching funds soon.

Carlos Jackson covered the following items in his report:

- He provided an overview of the efforts being made with the reorganization of the Section 8 staff: Quadel continues to assist with the training of staff to ensure their understanding of the Section 8 program. The Bronner Group is concentrating on quality assurance. Ed Griffin, a consultant, is working on the corrective action plan. Two strategies were developed: 1) to examine the practices that led to the designation as a troubled program; 2) reorganize the Assisted Housing Division. The Inspector General is performing an in depth assessment of the program. The Division's management team continues to meet weekly to ensure close monitoring of the SEMAP Criteria (an evaluation tool used by HUD). We are monitoring and streamlining the process, and we continue to make progress.

Mr. Griffin added that it is imperative that the Housing Authority staff, the residents and the landlords understand their responsibilities in the program and work together as a team to stay focused and continue moving forward.

#### **Agenda Item No. 5 – Staff Presentations**

Tricia Tasto presented the Legislative Update and responded to questions from the Commissioners.

#### **Agenda Item No. 6 –Closed Session**

The Housing Commission adjourned to closed session to discuss a real estate transaction for Ujima Village.

There was no reportable action taken.

#### **Agenda Item No. 7 - Public Comments**

No members of the public were in attendance.

### **Regular Agenda**

**On Motion by Commissioner Nowden, seconded by Commissioner Martinez, and unanimously carried, the following was approved by the Housing Commission:**

**CONSTRUCTION CONTRACT FOR REPLACEMENT OF TOT LOT AT  
THE NUEVA MARAVILLA HOUSING DEVELOPMENT (1)  
AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners find that replacement of the vandalized Tot Lot at the Nueva Maravilla housing development, located at 4919 East Cesar E. Chavez Avenue in unincorporated East Los Angeles, is exempt from the California Environmental Quality Act (CEQA), because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute a Construction Contract with ZK Construction, in the amount of \$61,969, to replace the vandalized Tot Lot at the Nueva Maravilla housing development, located at 4919 East Cesar E. Chavez Avenue, in unincorporated East Los Angeles, to be effective upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to accept and incorporate into the approved Fiscal Year 2006-2007 budget of the Housing Authority a total of \$72,000 in insurance reimbursement funds from McLarens Young International, and \$25,000 in CDBG funds allocated to the First Supervisorial District, for the project described above.
4. Recommend that the Board of Commissioners authorize the Executive Director to execute administrative amendments to the Construction Contract in an amount not to exceed \$15,492 for unforeseen project costs, as necessary to complete the project described above, following approval as to form by County Counsel.

**On Motion by Commissioner Porter, seconded by Commissioner Nowden, and unanimously carried, the following was approved by the Housing Commission:**

**AWARD ONE-YEAR CONTRACTS TO PROVIDE COUNTYWIDE  
RELOCATION SERVICES (ALL DISTRICTS)  
AGENDA ITEM NO. 9**

1. Recommend that the Board of Commissioners find that the provision of relocation services under one-year Contracts for Consulting Services (Contracts) is not subject to the California Environmental Quality Act (CEQA), because the proposed activity will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute one-year Contracts with Overland, Pacific & Cutler, Inc., Paragon Partners, Ltd., Henry Nunez Real Estate Services, Inc., Shoher Consulting, Inc., and Epic Land Solutions, Inc., using substantially the form of the attached contract, the aggregate amount of which will not exceed \$2,000,000 per year, to provide relocation consulting services on a project-by-project basis for various housing projects throughout the County of Los Angeles, to be effective upon approval by County Counsel and execution by all the parties.
3. Recommend that the Board of Commissioners authorize the Executive Director to use funds contained in the Housing Authority's fiscal year 2006-2007 approved budget, for the purposes described herein.
4. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the one-year Contracts, following approval as to form by County Counsel, to extend the time of performance for a maximum of two years, in one-year increments, at \$500,000 for the second year, and \$500,000 for the third year, using funds to be approved through the Housing Authority's annual budget process.

**On Motion by Commissioner Martinez, seconded by Commissioner Porter, and unanimously carried, the following was approved by the Housing Commission:**

**ADOPT RESOLUTIONS APPROVING ISSUANCE OF MULTIFAMILY  
HOUSING MORTGAGE REVENUE BONDS FOR MULTIFAMILY HOUSING IN  
UNINCORPORATED EAST LOS ANGELES (1)  
AGENDA ITEM NO. 10**



1. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution (Attachment B) as required under Treasury Regulations, declaring an intent by Villa Gardenias Senior Limited Partnership, a California Limited Partnership, (the Developer), to undertake financing, in an amount not exceeding \$15,000,000, for site acquisition and construction of Villa Gardenias Senior Apartments (the Project), a 125-unit affordable multifamily rental housing development, to be located at 3965 East Olympic Boulevard and 1141 South Ditman Avenue in unincorporated East Los Angeles.
2. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to submit an application to the California Debt Limit Allocation Committee (CDLAC) for a private activity bond allocation in an aggregate amount not exceeding \$15,000,000 for the purposes described herein.

**On Motion by Commissioner Porter, seconded by Commissioner Nowden, and unanimously carried, the following was approved by the Housing Commission:**

**ADOPT A RESOLUTION APPROVING SUBMISSION OF APPLICATION FOR  
DISPOSITION OF VACANT LAND AT 1542 EAST 85TH STREET IN  
UNINCORPORATED LOS ANGELES COUNTY (2)  
AGENDA ITEM NO. 11**

1. Recommend that the Board of Commissioners find that disposition of the vacant land located at 1542 East 85<sup>th</sup> Street in unincorporated Los Angeles County, is excluded from the provisions of the National Environmental Policy Act (NEPA) and exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activity does not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the attached Resolution authorizing the Housing Authority to prepare and submit to the U.S. Department of Housing and Urban Development (HUD) a Disposition Application, which will permit the Housing Authority to dispose the vacant land to the Community Development Commission.
3. Recommend that the Board of Commissioners instruct the Executive Director to submit to HUD the Resolution and Disposition Application for the purpose described herein.

On Motion by Commissioner Porter, seconded by Commissioner Martinez, and unanimously carried, the following was suspended to be approved on the next Housing Commission meeting:

ELECTION OF CHAIR AND VICE-CHAIR FOR 2007  
AGENDA ITEM NO.12

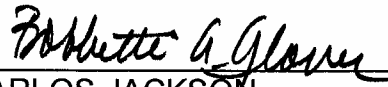
**Agenda Item No. 13 – Housing Commissioner Comments and Recommendations for Future Agenda Items**

No Housing Commissioner comments were prepared.

On Motion by Commissioner Gabriel, the Regular Meeting of January 24, 2007, was adjourned at 2:05 p.m.

The next Regular Meeting of the Housing Commission will be held at 12:00 noon on Wednesday, March 28, 2007, at the Lancaster Homes Housing Development, located at 711-737 W. Jackman Street, Lancaster, California.

Respectfully submitted,

  
for CARLOS JACKSON  
Secretary -Treasurer

**Housing Authority - County of Los Angeles**

February 28, 2007

FOR YOUR INFORMATION ONLY

TO: Housing Commissioners

FROM: Richard Martinez, Interim Operations Manager  
Assisted Housing Division

*Richard Martinez*

RE: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

**FSS Program Update**

- In the month of January, FSS staff met with and assisted 74 FSS participants with supportive services information and general Section 8 questions.
- In the month of January, FSS staff provided 2 working families with bus passes to assist with their commute to work and/or school.
- In the month of January, FSS staff attended the SASSFA partnership meeting and received information on the Rio Hondo Constructions Trades Apprenticeship Program and the SASSFA Senior's Host Work Site Program.
- FSS staff disseminated information on the Rio Hondo Constructions Trades Apprenticeship program to 9 FSS families.
- In the month of January, FSS staff referred 11 FSS participants to WorkSource Centers in their area for computer resource and job search assistance.
- Resource information for employment opportunities, budgeting, money saving tips and homeownership workshops were handed out to 15 FSS participants during the January re-issuance appointments.
- FSS staff gave information on the Volunteer Income Tax Assistance Program to 4 FSS participants.
- FSS staff referred 2 FSS participant to Operation Hope Home Ownership Program per the tenant's request.
- FSS staff referred 1 FSS participant to the Habitat for Humanity Home Ownership Program per the tenant's request.
- FSS staff referred 3 FSS participants to the Home Ownership Program (HOP) per the tenant's request.
- FSS staff mailed job resources to 14 FSS participants with their annual modification letters.

**Graduates**

There was 1 graduate in the month of January. The total number of graduates to date is 167.

If you have any questions, please call me at (562) 347-4663, Ext. 8254.

PJ:MF:RM:dt



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Executive Director

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**Gloria Molina**  
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**Michael D. Antonovich**  
Commissioners

February 28, 2007

Honorable Housing Commissioners  
Housing Authority of the County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE THE AGENCY PLAN FOR THE HOUSING AUTHORITY OF  
THE COUNTY OF LOS ANGELES (ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners (Board) find that the attached Agency Plan for Fiscal Year 2007-2008, as described herein, is exempt from the provisions of the California Environmental Quality Act (CEQA), because the activity will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the attached Agency Plan, which consists of the Five-Year Plan for Fiscal Years 2004-2008, with an amendment to include goals relating to the Violence Against Women Act and Project-Based Vouchers, and the Annual Plan for Fiscal Year 2007-2008, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, the Public Housing Lease Agreement and the Section 8 Tenant-Based Program Administrative Plan.

3. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the attached Resolution approving the Agency Plan for submission to HUD, and authorizing the Executive Director of the Housing Authority to take all actions required for implementation of the Annual Plan.
4. Recommend that the Board of Commissioners authorize the Executive Director to execute all documents required to receive from HUD approximately \$5,665,390 in Capital Fund Program funds for resident programs, operating costs, and the rehabilitation of 1,461 housing units at 12 Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan.
5. Recommend that the Board of Commissioners authorize the Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director to submit the Annual Plan to HUD by April 17, 2007.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) mandates that the Housing Authority submit to an Annual Plan to update program goals and objectives each year.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. Upon approval of the Annual Plan, the Housing Authority will receive approximately \$5,665,390 in Capital Fund Program funds from HUD for resident programs, administrative costs and housing rehabilitation for the Conventional Public Housing Program. Operating funds for the Conventional Public Housing Program and administrative fees for the Section 8 Tenant-Based Program are allocated through a separate budgetary process.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On October 21, 1998, the QHWRA mandated that all housing authorities submit to HUD an Agency Plan. The Agency Plan identifies goals, major program policies and financial resources for both the Conventional Public Housing Program and Section 8 Tenant-Based Program. It consists of a Five-Year Plan and an Annual Plan.

The Five-Year Plan is a strategic planning document that identifies the Housing Authority's goals for the next five years. On April 6, 2004, the Board approved the current Five-Year Plan for the period extending from July 1, 2004 through June 30, 2008.

The Annual Plan identifies major program policies and financial resources. It updates information on housing needs, waiting lists, housing strategies; deconcentration and income mixing plans, income analyses, and other program and management data. The Annual Plan must be updated each year, and was last approved by the Board on March 28, 2006.

Also included as part of the Annual Plan are the updated Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, the Public Housing Lease Agreement and the Section 8 Tenant-Based Program Administrative Plan. Significant changes to these documents are discussed below.

### **Five-Year Plan**

The Five-Year Plan has been amended this year to include two changes.

First, in accordance with the Violence against Women and Department of Justice Reauthorization Act of 2005, the Housing Authority included a description of goals, policies, and programs that are in place to serve the needs of victims of domestic violence, dating violence, sexual assault, and stalking.

Second, the Housing Authority has revised the existing goal to expand the supply of assisted housing to include the implementation of a Project-Based Voucher Program.

### **Capital Fund Annual Statement**

During Fiscal Year 2005-2006, a total of 1,607 housing units were rehabilitated at 14 Conventional Public Housing Program developments throughout Los Angeles County.

The 2007-2008 Capital Fund Annual Statement summarizes the Housing Authority's plan to use modernization funds to rehabilitate 1,461 housing units at 12 Conventional Public Housing Program developments throughout Los Angeles County. Included are proposed work items, estimated costs, and an implementation schedule for the work to be completed. Also provided is a list of programs and funding for non-modernization activities, including: the maintenance of family learning centers; crime prevention programs; resident self-sufficiency training programs; upgrading of computers; and program staffing.

As authorized by HUD, the Executive Director may amend the Capital Fund Annual Statement as necessary to respond to needs such as housing emergencies, to safeguard property or protect health and safety, and to implement other changes that are in the interests of the Housing Authority and public housing residents. The Executive Director may also implement changes to the Capital Fund Annual Statement in response to changes in federal funding.

**Admissions and Continued Occupancy Policy and Lease Agreement for the Conventional Public Housing Program**

The Admissions and Continued Occupancy Policy (ACOP) and Lease Agreement for the Conventional Public Housing Program set guidelines to determine eligibility for admission and continued occupancy. The revised document reflects five changes.

First, HUD regulations give the Housing Authority the authority to create a system of admissions preferences to meet local housing needs. In order of priority, conventional public housing currently gives admissions preference to:

1. Qualified homeless families, including victims of domestic violence and emancipated youth aging out of Foster Care, who are referred by designated service providers;
2. Families who live and/or work in unincorporated Los Angeles County who are veterans or surviving spouses of veterans;
3. All other families who live and/or work in unincorporated Los Angeles County;
4. Families who do not live or work in unincorporated Los Angeles County who are veterans or surviving spouses of veterans;
5. All other families that do not live or work in unincorporated Los Angeles County.

In accordance with the State of California Health and Safety Code, section 34322.2, the Housing Authority will now give priority to veterans, their families, and members of the armed forces within each of the above admissions preference categories. Preference categories number two and four will be removed.

The Housing Authority will add a new local admissions preference category for eligible applicants that have been displaced by a natural disaster declared by the President of the United States or through a governmental action. This preference will rank second following that for qualified homeless persons. As with the preferences, veterans, their families, and members of the armed forces will be given priority.

Third, on January 5, 2005, Congress reauthorized the Violence against Women Act (VAWA). In order to comply with VAWA, the Housing Authority will include policies for applicants and participants that are or have been victims of domestic or dating violence, or stalking. The Housing Authority will not deny admission to an applicant who is or has been a victim of domestic violence, dating violence, or stalking, if the person otherwise qualifies for assistance. Additionally, the Housing Authority will not evict a current tenant solely because the resident is or has been a victim of domestic violence, dating violence, or stalking.

Fourth, the current chapter in the Admissions and Continued Occupancy regarding the Housing Authority's curfew policies does not describe the Housing Authority's policies on loitering. Loitering is defined as when a person delays, lingers, idles or remains in an area and does not have a lawful purpose for being there. The curfew policies chapter will be revised to include loitering policies consistent with the Los Angeles County Code, section 13.44.

Fifth, currently it is the Housing Authority's policy to not share resident information in the absence of an authorization, subpoena, court order or medical emergency. The Housing Authority will now share resident information that is necessary to determine eligibility for County welfare department programs or services for which the client has applied or is receiving, as authorized by the State of California Health and Safety Code, section 34217. This new policy is subject to any applicable confidentiality laws or provisions.

There are no material changes in the public housing lease.

### **Section 8 Tenant-Based Program Administrative Plan**

The purpose of the Section 8 Tenant-Based Program Administrative Plan is to set forth the policies and procedures that govern the Housing Authority's administration of rental assistance under this program. The revised Section 8 Tenant-Based Program Administrative Plan reflects seven changes.

First, HUD regulations give the Housing Authority the authority to create a system of admissions preferences to meet local housing needs. In the order listed below, the Section 8 Program currently gives preference to:

1. Families referred through specially funded programs;
2. Families whose assistance was terminated due to a loss of funding;
3. Families residing or working within the Housing Authority's jurisdiction;



4. Families or individuals who are displaced due to natural disaster or government action;
5. Referrals from law enforcement agencies;
6. The elderly and veterans.

In accordance with the State of California Health and Safety Code, section 34322.2, the Housing Authority will now give priority to families of veterans and members of the armed forces within each of the above admissions preference categories. In accordance with the new Section 8 admissions preference, veterans will be removed from the sixth preference category.

Second, the Housing Authority will enter into a Memorandum of Understanding (MOU) with the Los Angeles County Office of Military and Veterans Affairs to expand the existing Section 8 homeless set-aside program. The Los Angeles County Office of Military and Veterans Affairs will refer homeless veterans to the Housing Authority for Section 8 rental assistance.

On March 28, 2006, the Board approved the expansion of the homeless set-aside program to include an additional fifty vouchers for families that are both homeless and disabled, and individuals who were previously housed, but due to an illness were hospitalized, and lost their housing. The Housing Authority will now further expand the homeless set-aside program as funding permits. The Housing Authority will receive referrals directly from Los Angeles County Department of Health Services (DHS) for these additional vouchers.

All set-aside programs are subject to the availability of funding. The Executive Director will continue to have authority to approve allocations beyond the existing program size for all set-aside programs.

Third, the Housing Authority has the discretion to disapprove owners from participating in the Section 8 Program for violations of the Housing Assistance Payments (HAP) contract obligations, including failure to meet State or local housing codes. The Housing Authority will now require owners to comply with local ordinances requiring business licenses for rental properties. The Housing Authority may disapprove owners for a period of one year.

The Housing Authority will consider the disapproval of owners on a case-by-case basis after completion of a full investigation. The Housing Authority will attempt to minimize any disruption to Section 8 Program participants resulting from any owner disapproval and will extend participants' housing vouchers, if necessary.

Fourth, the Section 8 Program will also include policies for applicants and participants that are or have been victims of domestic or dating violence, or stalking, as required by VAWA. These policies preclude the Section 8 Program from denying admissions or terminating participation on the basis that the applicant or participant is a victim of domestic violence.

Fifth, in order to preserve the availability of affordable housing inventory, the Housing Authority will implement a Project-Based Voucher program. The Project-Based Voucher program will increase developer interest in building affordable housing developments in Los Angeles County through supplementing operating costs of affordable developments and ensuring stable occupancy by tying assistance to the unit.

Sixth, the Section 8 Program will adopt the new data sharing policy outlined in the ACOP for the Conventional Public Housing Program. As authorized by the State of California Health and Safety Code, section 34217, the Housing Authority will now share Section 8 participant information that is necessary to determine eligibility for County welfare department programs or services for which the client has applied or is receiving. This new policy is subject to any applicable confidentiality laws and provisions.

The Housing Authority currently denies admission to all applicants on parole or probation. This policy exceeds HUD regulations and results in the exclusion of those who commit petty crimes, such as shoplifting and traffic-related offenses. The Housing Authority proposed to modify the policy to admit applicants on parole or probation that are otherwise eligible under HUD regulations. However, after much consideration, it has been decided that the policy will remain as is.

### **Public Outreach**

As required by Section 24 of the Code of Federal Regulations, Part 903.17, a public hearing to approve the Agency Plan must be conducted. Accordingly, copies of the Agency Plan were made available for public review and comment during the 45-day comment period extending from December 29, 2006 to February 11, 2007 at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, Housing Authority administrative offices, and the Housing Authority web site. Notices of the availability of the documents and the public hearing were also published in newspapers of general circulation during the 45-day period. No relevant public comments were received.

The Summary of Public Outreach regarding the amended Agency Plan and a list of Conventional Public Housing Program developments in the Capital Fund Annual Statements for Fiscal year 2007-2008 are provided as Attachments A and B.

Honorable Housing Commissioners  
February 28, 2007  
Page Eight

Attachment C, including the Five-Year Plan for Fiscal Years 2004-08, the Annual Plan for Fiscal Year 2007-2008, and the revised public housing lease, was transmitted to your Commission under separate cover.

The Resolution approving the Agency Plan has been approved as to form by County Counsel.

At the conclusion of the public hearing, public comments approved by the Board will be incorporated into the Agency Plan and submitted to HUD.

#### **ENVIRONMENTAL DOCUMENTATION**

This activity is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it involves administrative activity that will not have a physical impact on or result in any physical changes to the environment. The activity is also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

#### **IMPACT ON CURRENT PROGRAMS:**

Submission of the Annual Plan is required by HUD for the receipt of Capital Fund Program funds, and for the continuation of the Conventional Public Housing Program and Section 8 Tenant-Based Program.

Respectfully submitted,

  
for CARLOS JACKSON  
Executive Director

Attachments: 2

## Attachment A

### Summary of Public Outreach

Section 511 of the QHWRA instructs public housing authorities (PHAs) to convene one or more Resident Advisory Boards (RABs) to assist and make recommendations on the development of the Annual Plan, as well as on any significant amendments or modifications. Conventional Public Housing Program residents and Section 8 Tenant-Based Program participants were invited to participate on the RAB to learn about programs included in the Annual Plan and to provide input.

#### **Summary of RAB Activities:**

##### Conventional Public Housing Program

- In October 2006, the Housing Authority sent a letter inviting the resident councils to participate in the Annual Plan process.
- Twenty-one Resident Council members participated in the RAB to develop the Annual Plan.
- Three public housing RAB meetings were held at the Nueva Maravilla housing development in November through December 2006.

##### Section 8

- In October 2006, a newsletter was sent to all Section 8 participants, inviting them to participate in the Annual Plan process.
- Eight RAB members volunteered to participate in the development of the Annual Plan.
- Four Section 8 RAB meetings were held in November 2006.

##### Other Outreach Activities

- A summary of the RAB comments and Housing Authority responses are included in Attachment E of the Annual Plan.
- A written Spanish version of HUD Form 50075, the Annual Plan template, was made available at Public Housing and Section 8 RAB meetings.
- Spanish translators were provided during the Conventional Public Housing RAB meetings.
- In December 2006, a public notice was mailed to all Section 8 program participants notifying them of the 45-day Public Review and Comment Period.
- In December 2006, a public notice was mailed to all Conventional Public Housing residents notifying them of the 45-day Public Review and Comment Period.
- In December 2006, a public notice announcing the 45-day Public Review and Comment Period was published in the Los Angeles Times, La Opinion, the Daily News, Wave Community Newspaper, International Daily News, L.A. Sentinel and

the Long Beach Press Telegram. The names of bilingual (Spanish and Russian) Housing Authority staff to be contacted were provided in the public notice.

- During the public comment period, the Annual Plan was made available at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, the Housing Authority administrative office in Monterey Park, the Section 8 administrative office in Santa Fe Springs, the Section 8 Lancaster office and the Housing Authority web site.
- Summaries of the Annual Plan were available during the Public Review and Comment Period in Braille, Russian, Korean, Spanish and Mandarin Chinese at the above locations.
- Information regarding the Annual Plan is published annually in the Section 8 Tenant Talk newsletter and annually in the Public Housing Info Notes newsletter.

Attachment B

Capital Fund Rehabilitation

<u>Housing Development</u>	<u>Address</u>	<u>District</u>
1. Arizona and Olympic	1003-1135 S. Arizona Avenue Los Angeles, CA 90022	1
2. Herbert Avenue	133 Herbert Avenue Los Angeles, CA 90063	1
3. Ocean Park	175 Ocean Park Boulevard Santa Monica, CA 90405	3
4. Carmelitos	1000 Via Wanda Carmelitos, CA 90805	4
5. Harbor Hills	26607 So. Western Avenue Lomita, CA 90717	4
6. Marina Manor I	3401 Via Dolce Marina del Rey, CA 90292	4
7. Marina Manor II	3405 Via Dolce Marina del Rey, CA 90292	4
8. Whittier Manor	11527 Slauson Avenue Whittier, CA 90606	4
9. Foothill Villa	2423 Foothill Boulevard La Crescenta, CA 91214	5
10. Orchard Arms	23520 Wiley Canyon Road Valencia, CA 91355	5
11. Quartz Hills I	5028 West Avenue L-12 Quartz Hill, CA 93536	5
12. Quartz Hills II	42051 51 <sup>st</sup> Street West Quartz Hill, CA 93536	5



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

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323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

February 28, 2007

Honorable Housing Commissioners  
Housing Authority of the County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE VACANT PROPERTY SECURITY SYSTEM CONTRACT FOR HOUSING  
AUTHORITY HOUSING SITES LOCATED WITHIN LOS ANGELES COUNTY  
(ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that executing a Vacant Property Security Contract (Contract) to rent a vacant unit board-up security system for housing developments located within Los Angeles County is exempt from the California Environmental Quality Act (CEQA), as described herein, because the activities will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute a one-year Contract with Vacant Property Security, Inc. (VPS), to provide a vacant unit security system for Ujima Village located at 941 E. 126<sup>th</sup> Street and other housing developments as needed, following approval as to form by County Counsel, and to use for this purpose a maximum amount not to exceed \$507,645 in Conventional Public Housing Operating Funds.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute Contract amendments, following approval as to form by County Counsel, to incorporate additional sites, increase compensation amounts as provided herein, and extend the Contract term for up to two additional years, in one-year increments, at the same yearly Contract amount of \$507,645, for a maximum aggregate amount of \$1,522,935, using funds to be approved through the annual budget process.



**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to provide vacant unit board-up security services for Housing Authority sites located throughout the County.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The maximum amount for all three years of the Contract, if fully extended, will not exceed \$1,522,935.

For the first year of services under the Contract, the Housing Authority will use \$507,645 from Conventional Public Housing Operating Funds allocated by the U.S. Department of Housing and Urban Development (HUD) included in the Housing Authority's Fiscal Year 2006-2007 budget.

After the first year, the Housing Authority may extend the Contract on an as-needed basis for an additional two years, in one-year increments, at the \$507,645 yearly compensation amount, contingent upon the availability of funds. Funds for years two and three of the Contract, if extended, will be requested through the Housing Authority's annual budget approval process.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Housing Authority wishes to retain the services of Vacant Property Security, Inc., to provide necessary vacant unit board-up security services for Ujima Village and other housing developments located throughout the County.

The standard method for boarding up a vacant unit has been to screw into the framing a piece of plywood to the outside of the windows. This method has been ineffective in securing vacant units, as vandals have been able to break into and destroy the units. The VPS system is comprised of modular sized steel doors, window screens and adjustable sheeting. The high security entrance door is fitted over existing door openings and uses a keyless, digital system making unauthorized entry virtually impossible. The modular steel window screens have a perforated face, which is affixed to the buildings covering the entire window by an interlocking window system. The rented system will be installed and removed by VPS trained personnel.

A limited scale of VPS' board-up security system was installed in July 2006 at duplexes located on Firmona Avenue in Lennox and on Linsley located in Compton; these units previously had been destroyed and required costly refurbishment. The installed VPS system has been effective in preventing further break-ins.



During the past year, several units in Ujima Village have been vandalized and necessitate a board-up security system. The vandals are non-residents living in vacant units throughout the development. There are approximately 99 vacant units at Ujima Village. In July 2006, a limited scale vacant unit board-up security system, within the contracting authority of the Executive Director, was installed. Since this system has been installed, the crime within the development has been drastically reduced. The secured units in Ujima Village are no longer a safe haven for persons possessing weapons, stolen property, and drug paraphernalia.

In addition to Ujima Village, there are additional housing developments such as Carmelitos, Nueva Maravilla and many of the South Central Units that require a security system to prevent unauthorized breaking and entering. If the proposed Contract is approved, the VPS system will be installed on those units for a limited time until new tenants are ready to take possession of the units. With the VPS system in place, the overall loss due to vandalism for the Housing Authority will be significantly reduced.

The proposed services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) or the General Relief Opportunity for Work (GROW) Programs implemented by the County of Los Angeles. Instead, VPS must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract will be effective upon Board approval.

#### **ENVIRONMENTAL DOCUMENTATION:**

This project is excluded from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations Part 58, Section 58.35 (b)(3), because it involves maintenance activities that will not alter existing environmental conditions. It is also exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

#### **CONTRACTING PROCESS:**

On August 9, 2006, a Request for Information (RFI) process was initiated to identify qualified vendors to provide a similar fabricated modular keyless steel doors, window screens and adjustable sheeting board up security service, similar to the rented VPS system, for the Housing Authority. Notices were mailed to 84 firms identified from the Housing Authority's vendor list. An announcement appeared on the County's WebVen website. A copy of the RFI was also posted on the Housing Authority's website. As a

result of this outreach, Vacant Property Security, Inc. was the only vendor who responded to the RFI.

Therefore, Vacant Property Security, Inc. is being recommended as a sole source for the award of a Contract.

The Summary of Outreach Activities is provided in Attachment A.

**IMPACT ON CURRENT PROGRAMS:**

The proposed Contract will provide necessary board-up security services for Ujima Village and other as-needed housing developments located throughout the County.

Respectfully submitted,



*ja* CARLOS JACKSON  
Executive Director

Attachments: 1

## ATTACHMENT A

### CONTRACT FOR VACANT PROPERTY SECURITY SERVICES

#### Summary of Outreach Activities

On August 9, 2006, the following outreach was initiated to identify other qualified vendors to provide a board up security system for Ujima Village and other housing developments located throughout Los Angeles County.

A. Request for Information (RFI) Advertising

The announcement was posted on the County's WebVen website and the Community Development Commission/Housing Authority website.

B. Distribution of Informational Packets

The Housing Authority's vendor list was used to mail out the RFI to 84 contractors, of which 64 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). Since the Request for Information was all-inclusive, no information packets were requested or distributed.

C. Informational Outreach Conference

There was no Informational Conference.

D. Outreach Results

During the open term of the Request for Information other than Vacant Property Security, Inc. no other returns were received. It was therefore determined that no other vendor at this time is fabricating a security board up system similar the one provided by Vacant Property Security, Inc.

E. Minority/Female Participation – Selected Firm

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Vacant Property Security, Inc.	Non-Minority	Total: 197 190 Minorities 4 Women 96% Minorities 2% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.



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**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

February 28, 2007

Honorable Housing Commissioners  
Housing Authority of the County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**AMENDMENT NO. 4 TO THE AGREEMENT FOR THE PURCHASE  
OF INTERIOR PAINT FOR MAINTENANCE OF HOUSING  
AUTHORITY PROPERTIES (ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that Amendment No. 4 to the Agreement for the Purchase of Paint (Agreement) between the Housing Authority and Pervo Paint Company for the purchase of interior paint for the maintenance of Housing Authority properties is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.
2. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute Amendment No. 4 to the Agreement, and all related documents, to increase the compensation amount by \$68,317.50, from \$74,060 to \$142,377.50 to purchase paint on an annual basis for the second and third year of the Agreement. The total compensation over the three-year period will not exceed \$358,815.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$74,060 in Conventional Public Housing Program funds and \$68,317.50 in Capital Fund Program funds, both allocated by the U.S. Department of Housing and Urban Development (HUD), for the second year of the Agreement and \$142,377.50 for the third year of the Agreement, using funds to be approved through the annual budget process.



**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to purchase quality paint over a three-year period, for 73 housing developments in Los Angeles County. The paint is requisitioned, on an as-needed basis, for routine property maintenance.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The maximum amount for all three years of the Contract, if fully extended, will be \$358,815.

The Board approved \$74,060 for the first year of the Contract, comprised of Conventional Public Housing Program funds.

The Housing Authority will extend the Contract for year two in the amount of \$142,377.50, comprised of \$74,060 in Conventional Public Housing Program funds and \$68,317.50 in Capital Fund Program funds.

Funds for year three of the Contract, if extended, will be requested through the Housing Authority's annual budget approval process.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Housing Authority manages over 3,600 units of senior and family housing at 73 sites throughout the County. The Housing Authority wishes to purchase an additional 3,750 gallons of paint that can be requisitioned as needed to maintain the interior of occupied and vacant units. The current allotment for purchased paint of 15,000 gallons per year has been insufficient to cover the increased number of vacant and occupied units that require painting.

Pervo Paint Company has requested an increase in the per gallon price for paint, which resulted from the rising costs of the petroleum used to manufacture products and added supplier transportation costs.

Should Pervo Paint Company require additional or replacement personnel during the term of the Agreement, it will give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet the minimum qualifications for the open positions. Pervo Paint Company will contact the County's GAIN/GROW Division for a list of participants by job category.

The Amendment has been approved as to form by County Counsel and executed by Pervo Paint Company.

Honorable Housing Commissioners  
February 28, 2007  
Page Three

**ENVIRONMENTAL DOCUMENTATION:**

This amendment is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a) (3) because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. The action is not subject to the provisions of California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060 (c) (3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

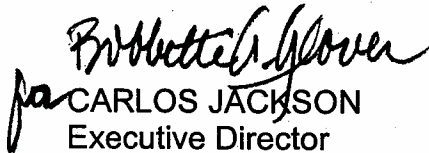
**CONTRACTING PROCESS:**

The Housing Authority initiated an Invitation for Bids in January of 2005. Pervo Paint Company was selected as the lowest, responsive bid. The Board of Commissioners approved the original contract on July 5, 2005.

**IMPACT ON CURRENT PROJECT:**

The purchase of the interior paint will ensure a supply of high quality paint to keep the Housing Authority's units in good condition.

Respectfully submitted,

  
CARLOS JACKSON  
Executive Director

Attachments: 1

**HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
AGREEMENT FOR THE PURCHASE OF PAINT  
AMENDMENT NO. 4**

This Amendment No. 4 to the Agreement for the Purchase of Paint (Agreement) is made the \_\_\_<sup>th</sup> day of March 2007 by and between the Housing Authority of the County of Los Angeles, hereinafter called the "Authority", and the Pervo Paint Company, hereinafter called the "Contractor".

**WITNESSETH THAT:**

**WHEREAS**, the Authority and the Contractor previously entered into the Agreement dated July 5, 2005, as amended on July 5, 2006 and August 15<sup>th</sup>, 2006.

**WHEREAS**, due to unforeseen circumstances the Authority and the Contractor desire to amend the Agreement to cover Contractor's increased manufacturing costs.

**NOW, THEREFORE**, in consideration of the mutual undertakings herein, the parties agree that the Agreement be amended as follows:

- A. Amend Section 4 Compensation, to increase the total number of gallons purchased from 15,000 per year to 18,750 per year, and to increase the total compensation over three years from \$221,180 to \$358,815.
- B. All other terms and conditions of the Agreement shall remain the same and in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this amendment to be executed as of the date first above written.

**THE HOUSING AUTHORITY OF THE  
COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
Carlos Jackson  
Executive Director

APPROVED AS TO FORM:  
RAYMOND G. FORTNER, JR.  
County Counsel

By \_\_\_\_\_  
Deputy

**PERVO PAINT COMPANY**

By \_\_\_\_\_  
Brad De Ruiter  
President

APPROVED AS TO PROGRAM:  
MARIA BADRAKHAN  
Housing Management Division

By \_\_\_\_\_  
Director





**HOUSING AUTHORITY  
of the County of Los Angeles**

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**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

February 28, 2007

Honorable Housing Commissioners  
Housing Authority of the County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE VIDEO SURVEILLANCE SYSTEMS INSTALLATION AND  
MAINTENANCE CONTRACT FOR SIX HOUSING DEVELOPMENTS  
(ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute a 2-year Video Surveillance System and Maintenance Contract (Contract) with one 1-year extension with West Beach Systems (West Beach), to supply, install, and maintain video surveillance systems at six housing developments located throughout Los Angeles County, in a total amount not to exceed \$322,454, if fully extended, following approval as to form by County Counsel, and to amend the Contract to add a contingency amount of \$71,715, as may be needed, using funds to be approved through the annual budget process.
2. Recommend that the Board of Commissioners authorize the Executive Director to accept and incorporate into the approved Fiscal Year 2006-2007 budget, \$289,644 in CDBG funds, and \$10,000 in State of California Replacement Reserve Account funds, for the Contract.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute an amendment to the Contract to extend the maintenance agreement for a third year, as may be needed, for a total amount not to exceed \$22,810, following approval as to form by County Counsel, using funds to be approved through the annual budget process.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to install and maintain video surveillance cameras to improve security measures at six housing developments located throughout Los Angeles County.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The total cost of this Contract, if not extended, shall not exceed \$299,644, of which \$289,644 will be provided by countywide CDBG funds and \$10,000 will be provided by the State of California. Of the CDBG amount, \$286,855.56 is for the Contract, and \$2,788.44 is for project management-related costs and fees. If the Contract is extended for a third year, \$22,810 will be expended from the Housing Authority's approved 2009-2010 budget to cover the third year.

The staff estimate to complete the project is \$290,000.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The U.S. Department of Justice provided a grant to the Housing Authority in fiscal year 2004-2005 for the provision of video surveillance cameras and monitoring equipment for nine housing developments. In June 2005 the security system was installed. The Community Policing Teams have the capability of remotely accessing these systems via their laptop computers. This has aided in follow-up investigations and has enabled staff and law enforcement to verify lease violations or criminal activity. The program has proven very successful. The systems are event-activated and are not monitored on a 24-hour basis. Camera location is determined by a team including Housing Authority Administrative Staff, Site Staff, and Community Policing Teams. When a crime incident has occurred the tapes are reviewed by staff and law enforcement to identify the details of the incident.

The new video surveillance systems will be installed and maintained at a total of six housing developments located throughout Los Angeles County. The six sites include: Herbert Apartments senior housing in the First Supervisorial District, 109<sup>th</sup> Street family housing in the Second Supervisorial District, Marina Manor senior housing in the Third Supervisorial District; Harbor Hills housing development in the Fourth Supervisorial District; Lancaster Homes senior housing in the Fifth Supervisorial District, and the state-funded Rental Housing Construction Program family housing sites located in the City of Santa Monica.

Honorable Housing Commissioners  
February 28, 2007  
Page Three

The Housing Authority wishes to award the attached Contract to West Beach in the amount of \$299,644 to supply, install, and maintain video surveillance equipment at the six housing developments for two years.

The improvements are being federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County. Instead, West Beach will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by West Beach.

**ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (a)(3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

**CONTRACTING PROCESS:**

On August 31, 2006, the Housing Authority initiated an outreach to identify a contractor to supply, install, and maintain video surveillance equipment at six housing developments located throughout Los Angeles County. Invitations for Bids were mailed to 66 contractors identified from the Housing Authority's vendor list and 19 others from other resources. Advertisements also appeared in 10 newspapers and on the County Website. Twenty-eight bid packages were requested and distributed. Ten vendors participated at a pre-bid meeting held on September 12, 2006.

On September 27, 2006, six bids were received and formally opened. The first four low bidders did not meet the minimum specification requirements and were determined to be non-responsive. The fifth low bid, submitted by West Beach, was determined to be the lowest responsive bid and is being recommended for award of the Contract.

The Summary of Outreach Activities is provided as Attachment A.

Honorable Housing Commissioners  
February 28, 2007  
Page Four

**IMPACT ON CURRENT PROJECT:**

The Contract will provide for the installation and maintenance of video surveillance systems, thereby giving additional security to residents.

Respectfully submitted,

*for Bobbette A. Gloner*  
CARLOS JACKSON  
Executive Director

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### Contract for Video Surveillance Systems Installation and Services Contract For Six Housing Sites

On August 31, 2006, the following outreach was initiated to identify a contractor to provide, install and maintain video surveillance systems at six Housing Authority housing developments located in Los Angeles County.

##### A. Newspaper Advertising

Announcements appeared in the following 10 local newspapers:

La Opinion	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
Long Beach Press Telegram	Agua Dulce News
WAVE Community Newspapers	Antelope Valley Press

An announcement was also posted on the County Web Site.

##### B. Distribution of Bid Packets

The Housing Authority's vendor list was used to mail out Invitations for Bids to 66 contractors, of which 34 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 28 packages were requested and distributed.

##### C. Pre-Bid Conference and Site Walk

On September 12, 2006, a pre-bid conference and site walk was conducted. Ten firms were in attendance.

##### D. Bid Results

On September 27, 2006, a total of six bids were received and publicly opened. The responsive bid results were as follows:

<u>Company</u>	<u>Bid Amount</u>
West Beach Systems, Inc.	\$404,498.45
Revelations Integrated Services	\$503,511.53

E. Minority/Female Participation –Contractor and Subcontractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
West Beach Systems, Inc.	Non-Minority	Total: 9 4 minorities 1 women 44% minorities 11% women

F. Minority/Female Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Revelations Integrated Services Inc	Non-Minority	Total: 1 0 minorities 0 women 0% minorities 0% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

### Contract Summary

**Project Name:** Video Surveillance Systems Installation and Services Contract  
**Location:** Herbert Apartments, First District; 109<sup>th</sup> Street Apartments, Second District; Marina Manor, Third District; Harbor Hills, Fourth District; and Lancaster Homes, Fifth District, and Santa Monica RCHP 9<sup>th</sup> Street, 11<sup>th</sup> Street, 20<sup>th</sup> Street  
**Bid Number:** HM07-041  
**Bid Date:** September 27, 2006  
**Contractor:** West Beach Systems  
**Services:** The scope of work includes: provision, installation, and maintenance of the video surveillance systems at the six housing developments.

**Contract Documents:** Contract includes the Scope of Work, and Equipment Specifications.

**Time of Commencement and Completion:** The work to be performed under this Contract shall be commenced within ten (10) calendar days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and the base installation phase of the Contract shall be completed by June 30, 2007. The maintenance portion of this Contract may be extended up to three years.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars (\$400)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Housing Authority.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Contract subject to additions and deductions by written Change Order(s) as provided in the Contract Documents, in current funds, the sum of **THREE HUNDRED NINETEEN THOUSAND SIX HUNDRED SIXTY-FIVE DOLLARS AND FIFTY-SIX CENTS (\$319,665.56)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Contract.

**Contract Contingency: \$71,715**